

ROUTING AND TRANSMITTAL SLIP

Date

2 MAR
1981TO: (Name, office symbol, room number,
building, Agency/Post)

Initials

Date

1. DDA/CMO

2. ~~EO/DDA~~

3.

4.

5. EO/DDA

Action	File	Note and Return
Approval	For Clearance	Per Conversation
As Requested	For Correction	Prepare Reply
Circulate	For Your Information	See Me
Comment	Investigate	Signature
Coordination	Justify	

REMARKS

2 and 3: Any problems?

Believe this is an excellent idea

Jelle

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clearances, and similar actions

FROM: (Name, org. symbol, Agency/Post)

Room No.—Bldg.

EO/DDA

Phone No.

5041-102

OPTIONAL FORM 41 (Rev. 7-76)
Prescribed by GSA
FPMR (41 CFR) 101-11.206

☆ U. S. GPO: 1978-0-261-647/3354

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ROUTING AND TRANSMITTAL SLIP

Date

2

JAN 1981

TO: (Name, office symbol, room number, building, Agency/Post)		Initials	Date
1.	Deputy Director for Administration		
2.	7D24 Hqs.		
3.			
4.			
5.			

Action	File	Note and Return
Approval	For Clearance	Per Conversation
As Requested	For Correction	Prepare Reply
Circulate	For Your Information	See Me
Comment	Investigate	Signature
Coordination	Justify	

REMARKS

HANDLED

DO NOT use this form as a RECORD of approvals, concurrences, disposals, clearances, and similar actions

FROM: (Name, org. symbol, Agency/Post)	Room No.—Bldg.
Director of Personnel Policy, Planning, and Management	5E58 Hqs.
	Phone No.

5041-102

☆ U. S. GPO: 1978-0-261-647/3354

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D/REGISTRY

81-1968

DD/A Registry

81-0445

MAR 1981

MEMORANDUM FOR: Director of Training and Education
Director, National Foreign Assessment Center
Deputy Director for Administration
Chairman, E Career Service

FROM : Harry E. Fitzwater
Director of Personnel Policy,
Planning, and Management


SUBJECT : Promotion of Career Trainees Upon Completion
of Training

1. Both the DDO and the DDS&T have received authorization to grant one-grade promotions to career trainees assigned to their Directorates who entered the Career Trainee Program at GS-10 or below and who successfully completed the prescribed training. This authorization was granted because one of the primary problems in recruiting and retaining career trainees is the financial factor. In many cases, the career trainee entry grade is low, and this problem is compounded when subsequent promotions are delayed by the completion of the Career Trainee Program and the uniform promotion cycle and, sometimes, by language training.

2. I believe that the financial factor continues to be an important part of the successful recruitment and retention of career trainees. I also believe that the DDO and DDS&T promotion policy for career trainees is a sound one but one which should be applied Agency-wide. For this reason I am proposing that, effective 9 March 1981, all career trainees in grades GS-10 and below who successfully complete the training program be granted a one-grade promotion at the time of their assignment to one of the Directorates.

3. Please advise me by 6 March 1981, if you do not agree with this proposal. *

STAT


Harry E. Fitzwater

* advised OPPM of our concern on 3/3/81
(by phone).

STAT


Pa/DDA